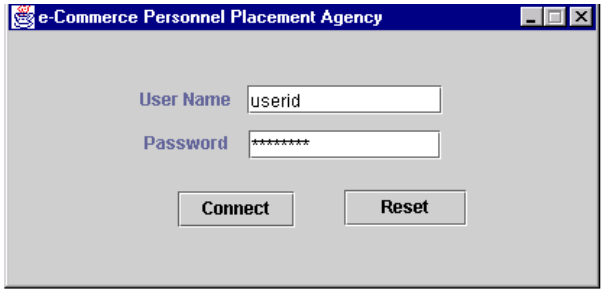
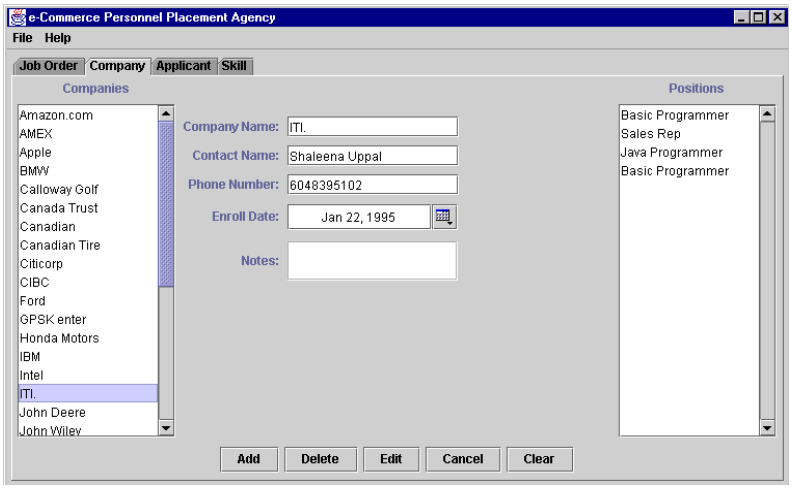
USER MANUAL



Login Panel

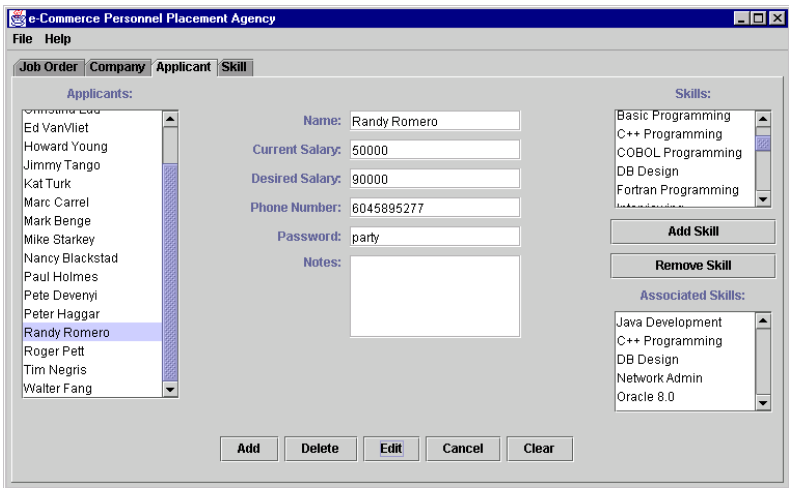
This panel appears on the screen when the user opens the ECPPA Icon.

- The agent must enter a valid username and password. Once entered the appropriate values on the text fields, the user must click the button “connect”
- If the username and password are not accepted, a message will display stating that an invalid entry was entered an allowing the agent to attempt another login.
- The user can select the Reset command at anytime to clear the text fields and allow for re-entry.
- To close the application, click the “x” in the upper right corner.
- If the User Name and Password are correct the agent will be allowed to enter a Java panel with all the forms contained in “tabs” as the one showed below.



How to Operate the Company Panel

- An agent can Add, Modify and Delete a Company from the database.
- TO ADD: first click the button Clear (All the text fields are cleared), then, fill the text fields with all the information required.
- To Edit: Select a company from the List and modify the appropriate data
- To Delete: Select a company and click delete.
- The Cancel button will resume the application with the item that was selected in the list.
- A confirmation message is displayed after the agent has added, updated or deleted a Company.
- An agent cannot delete a Company that has any associated Job Orders; doing so will result in a message outlining the error.
- By selecting the cancel command, it will interrupt the attempt to add, modify or delete a Company and return to the last selected Company.
- A Company can have zero, one or many associated Job Orders.
- Required Attributes of a Company:
    - Name of the Company
    - Contact Name
    - Phone Number
    - Enrollment date of Company
- Company names entered in the text field must be less than or equal to twenty characters.
- No two companies can have identical names.
- A ten-digit telephone number must be entered.
- Notes entered in the text area cannot exceed 256 characters.

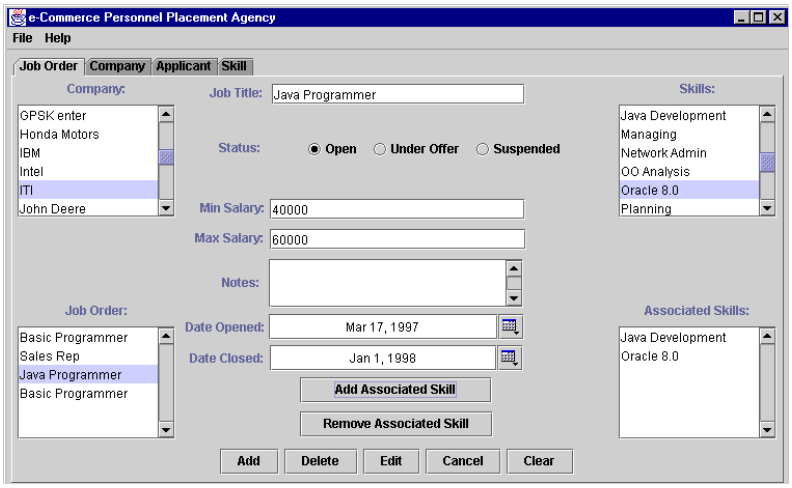


How to operate the Applicant Panel

- An agent can Add, Update or Delete an Applicant.
- To Add: first click the button Clear (All the text fields are cleared), then, fill the text fields with all the information required.
- To Edit: Select a company from the List and modify the appropriate data
- To Delete: Select a company and click delete
- Confirmation messages are displayed after the agent adds, updates or deletes an Applicant.
- The cancel command on when the agent is added or edited, brings the user back to the previous selection's details.
- Required attributes of an Applicant:
    - Applicant Name
    - Current Salary
    - Desired Salary
    - Telephone Number
    - Password
    - Associated Skill
- No two Applicants can have identical names.
- The Current Salary cannot be greater than the Desired Salary.
- The Applicant Name cannot exceed twenty characters.
- A ten-digit telephone number must be entered.

- The Password field can be up to eight characters long.

- All Applicants must have at least one associated skill.



How to Operate the Job Order Panel

- Each Job Order employment opportunity only occurs with a company that is already a client of the agency. That is a Job Order *MUST* belong to a company.

- An agent can Add, Update or Delete a Job Order using the buttons in the bottom part of the panel. When an agent opens this form, a list of all the companies currently enrolled with ECPPA will show on a list. The user then has the option to scroll the “Company List” and select one. At the moment of the selection, all the Job Orders pertaining to that particular company will be displayed in the list bellow called “Job Order”

- How to add a Job Order to the system.

    - Select a company
    - Click the button called “Clear” (All the text fields will be cleared)
    - Fill in the text fields with the appropriate information. All the fields are required except “notes”
    - Select from the List called “Skills” the skills that this Job order requires and click the button “Add Associated Skills” (The selected skills will be moved to the list below called “Associated Skills”
    - Finally clicked the button “Add”.

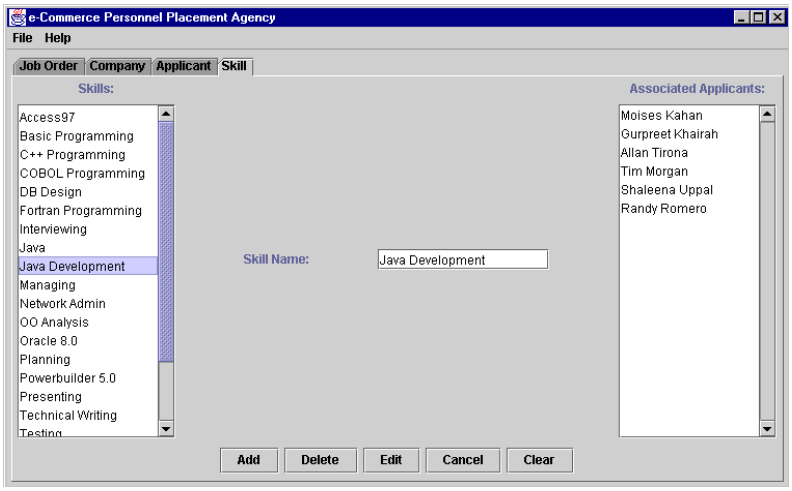
- A confirmation message is displayed after the agent has added a Job Order if and only if all the Required Attributes are completed.

- Required Attributes of a Job Order (Adding or Modifying)

    - Name of Company Job Order associated with
    - Minimum Salary
    - Maximum Salary

    - Job Order Status
    - The Job Order must be associated with at least one skill from the skills list
    - A message appears if any of the required fields have not been filled out

- Multiple Job Orders can be associated with the same company.
- Job Orders with the same name can exist for the same company.
- The Cancel command will interrupt the attempt to add, delete or modify a job order and will resume the user to the last selected Job Order.
- The Closed Date cannot be before the Open Date.
- The Job Order title cannot exceed twenty characters.
- Notes entered in the text area cannot exceed 256 characters.
- Minimum Salary must be less than Maximum Salary.
- Be aware that the application accepts relevant information needed to operate the business. If all entries are entered correctly, the application will run smoothly and with no errors, however, if there is missing information or illogical entries, the application is programmed to help the user to correctly manage the information.



How to operate the Skills Panel

- An agent can Add, Edit or Delete a Skill.
- To Add: first click the button Clear (All the text fields are cleared), then, fill the text fields with all the information required.
- To Edit: Select a company from the List and modify the appropriate data
- To Delete: Select a company and click delete

- Confirmation messages will be displayed after an agent adds, deletes or updates a skill.
- An agent also has the option to Cancel the procedure.
- The Clear command will clear out the textboxes.
- The Skill name cannot exceed twenty characters.
- An agent cannot enter a Skill that already exists in the database.
- An agent cannot delete a Skill that has an applicant associated with it, attempting to do so will display a message outlining the error.